



CRIME ANALYST

will be filled at one of the following levels

Management Assistant

\$48,000 - \$65,900 annual

or

Associate Analyst

\$52,800 - \$72,600 annual

At-Will Management Position

Filing Application Deadline:
May 24, 2010

Panel Interviews:
June 10, 2010

CARLSBAD

Carlsbad is for those who appreciate the many benefits and pleasures of living, working or simply spending time in a community that sets high standards for itself. With all the amenities of a large city, Carlsbad has maintained a strong sense of community and citizen connection to government. [Annual surveys show a high level of confidence in city government and great satisfaction with city services.](#)

The city is ideally situated in north San Diego County where a great climate, beautiful beaches and lagoons, and abundant natural open space, combine with world class resorts, family attractions, well-planned neighborhoods, a diverse business sector and a charming village atmosphere to create the ideal California experience.

The City of Carlsbad is recognized by the San Diego Society for Human Resources Management and the Employers Group for Workplace Excellence and was named one of the best places to work in San Diego.

THE DEPARTMENT

[The employees of the Carlsbad Police Department are a team that values close working relationships in a collegial, caring environment. They like what they do; look forward to coming to work each day and perform their duties with a commitment to professional excellence.](#)

The department has 162 full time positions, 115 sworn and 47 civilian, who work out of the Carlsbad Public Safety Center, a centrally located, 53,600 square foot facility. The department's 2009/10 operating budget totals \$27,924,000.

THE POSITION

Under supervision, the Crime Analyst will serve as an administrative resource to police officers, city employees and other agencies. The crime analyst will perform crime analysis in a manner that helps the department improve its customer service by providing information on a proactive basis. The position helps support the department's performance measures such as response times, clearance rates, customer service and cost per capita.

Typical responsibilities and duties include preparation of monthly and quarterly crime statistics reports, response time analysis reports, assisting in crime series analysis, preparing crime analysis bulletins and newsletters, monthly parolee bulletins, updating crime statistics, crime mapping, trend analysis and development of beat crime profiles.

IDEAL CANDIDATE

The ideal candidate will have the ability to establish professional relationships and gain the trust of Carlsbad police officers. The new crime analyst will have a confident demeanor and will be capable of communicating important messages that will be taken seriously. Excellent problem-solving and decision-making skills, initiative and good follow-through are essential to the position. The ideal candidate will be a quick learner and work well with others as a "team player" to accomplish results.

The crime analyst will have expertise in Microsoft Office applications, particularly spreadsheet and database applications as well as geographic information systems applications. Experience in crime analysis and research, compiling materials, preparing reports and assisting in the maintenance of records will be valued as well as knowledge of the police department organization and culture.



EMPLOYMENT STANDARDS

Knowledge of: Police organizations and culture, theories, concepts and techniques used in crime analysis, standard principles of organization, administration, budget and personnel management; and methods and techniques of research, statistical analysis and report presentation.

Ability to: Present information clearly and concisely. Create informative reports using various computer applications. Properly interpret and prioritize information. Make decisions and recommendations in accordance with laws, regulations and policies. Work cooperatively with staff at all levels of the organization.

Experience and Education: The equivalent of a bachelor's degree from an accredited college or university. Certification as a crime analyst preferred. Crime analyst is a working title used by the police department. The official job series, management analyst, can be found on the City's website.

This position may be filled at the management assistant or associate management analyst level based on the experience and background of the final applicant.

BENEFITS

- Medical, dental, vision insurance
- PERS 3% at 60 retirement program
- Paid holidays, vacation, sick leave
- 56 hours of executive leave
- Flexible spending accounts
- Deferred compensation program
- Tuition reimbursement program
- Interest-free computer loans

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire is required as part of the application submission.

Instructions: Please respond to the following questions or requests. It is important that you respond to each question concisely. Resumes will not be accepted in lieu of submitting answers to this supplemental questionnaire, but should be included in addition to the required application materials. Also, please include the following statement at the bottom of your supplemental questionnaire along with your signature, "I declare the statements on this application and questionnaire are true and complete to the best of my knowledge and belief."

1. Describe your background, experience or training in the areas of analyzing data, drawing conclusions and making recommendations.
2. Describe the products, resources or training that you have been involved with in the communication of information.
3. Describe your experience with ARJIS (Automated Regional Justice Information System), CASS (Crime Analysis Statistical System) and/or geographic information systems.
4. Provide a writing sample from a past project or work product that you are particularly proud of.
5. Describe your background, experience and or training that demonstrates your capacity to perform well in a police organization.

HOW TO APPLY

Interested candidates can apply for this position and obtain additional information at:

City of Carlsbad HR Department
1635 Faraday Ave.
Carlsbad, CA 92008
Phone (760) 602-2440 Fax (760) 602-8554
Job Line (760) 602-2480
www.carlsbadca.gov/hr

City applications and supplemental questionnaires must be returned to the Human Resources Department by Monday, May 24, 2010 by 5:00 p.m.

SELECTION PROCESS It is important that your application and supplemental questionnaire show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for this position. Applications may be rejected if incomplete. All application materials will be reviewed and the most qualified candidates will be invited to participate in the selection process. **Those deemed most qualified will be invited to an oral interview and practical exam on June 10, 2010.** The selection process will consist of a written and oral exam and/or applicant rating. Those candidates who successfully complete the selection process will have their names placed on a management list.

The Police Department will hire the new crime analyst within the salary range of **Management Assistant \$48,000 - \$65,900 or Associate Analyst \$52,800 - \$72,600**

Equal Opportunity Employer

